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2 BILL NO. R-78-04-22

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RESOLUTION NO. R- 22-78

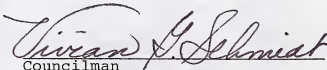
A RESOLUTION authorizing the Mayor and the Department of Community Development and Planning to negotiate and enter into an agreement with the architectural firm of Crumlish/Sporleder and Associates to perform a Cultural Resources Survey (historic preservation).

WHEREAS, there is a need for the City of Fort Wayne to have a survey conducted to identify its meritorious historic cultural and architectural resources; and

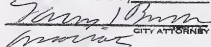
WHEREAS, the major purposes for such a survey are to improve the data base for making local planning decisions relative to zoning and land use, to improve the capacity of the City to prepare applications and environmental reviews pertinent to federally funded activities, and to provide City staff, the Plan Commission, Mayor and Council with a data base which can be used to improve their knowledge about the relative historic or architectural significance of structures, places and objects in the community.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

That the Mayor of the City of Fort Wayne and the Department of Community Development and Planning are hereby authorized to negotiate and enter into an agreement with the architectural firm of Crumlish/Sporleder and Associates to perform a Cultural Resources Survey (historic preservation) in accordance with the attached proposal.

  
Councilman

APPROVED AS TO FORM  
AND LEGALITY,

  
CITY ATTORNEY

.Read the first time in full and on motion by \_\_\_\_\_, seconded by \_\_\_\_\_, and duly adopted, read the second time by title and referred to the Committee on \_\_\_\_\_ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M., E.S.T.

DATE: \_\_\_\_\_

CITY CLERK

Read the third time in full and on motion by V. Schmidt, seconded by Stier, and duly adopted, placed on its passage.

PASSED (~~LOST~~) by the following vote:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>	<u>TO-WIT:</u>
<u>TOTAL VOTES</u>	<u>5</u>	<u>0</u>	<u>1</u>	<u>3</u>	
<u>BURNS</u>	<u><del>✓</del></u>		<u>✓</u>		
<u>HINGA</u>				<u>A</u>	
<u>HUNTER</u>	<u>✓</u>				
<u>MOSES</u>				<u>A</u>	
<u>NUCKOLS</u>				<u>A</u>	
<u>SCHMIDT, D.</u>	<u>✓</u>				
<u>SCHMIDT, V.</u>	<u>✓</u>				
<u>STIER</u>	<u>✓</u>				
<u>TALARICO</u>	<u>✓</u>				

DATE: 4-25-78

CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ZONING MAP) (GENERAL) (ANNEXATION) (SPECIAL) (APPROPRIATION) ORDINANCE (RESOLUTION) No. 9-22-78 on the 25th day of April, 1978.

ATTEST: (SEAL)

CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 26th day of April, 1978, at the hour of 11:00 o'clock A. M., E.S.T.

CITY CLERK

Approved and signed by me this 1st day of May, 1978, at the hour of 3:30 o'clock P. M., E.S.T.

MAYOR

## Memorandum

To Bill Salin Date April 13, 1978  
From Steve Hill 423-7708  
Subject Resolution for Cultural Resources Survey

### COPIES TO:

Mayor Armstrong  
file:

This is to request the preparation of a City Council resolution to authorize the Mayor and Department of Community Development and Planning to negotiate and enter into an agreement with the architectural firm of Crumlish/Sporleder and Associates to perform a Cultural Resources Survey (historic preservation), consistent with the attached proposal.

For your reference, I have also included a copy of the information package I intend to give to Council members concerning the contract.

So that I might submit the information packets to the Council members when the resolution is filed with the Clerk, please send the resolution to me when it is prepared. I will submit it to the Clerk.

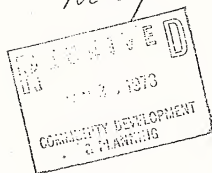
This resolution needs to go to the Council at the next meeting.

Please contact me if there are any questions.

ATTACHMENTS

crumlish/sporleder and associates  
architecture                      planning                      urban design  
511 west colfax south bend, Indiana 48501 219-234-8300  
member firm • design International Incorporated

*Stamp  
Norby*



January 18, 1978

Mr. R. Steven Hill, Director  
Community Development and Planning  
The City of Fort Wayne  
City-County Building  
One Main Street  
Fort Wayne, IN 46802

Dear Mr. Hill:

In accordance with our discussions in your office during our visit to Fort Wayne and in response to your request for proposal, dated December 14, 1977, we are submitting this proposal for consultant work for the Cultural Resources Survey for the City of Fort Wayne, Indiana.

General Description

Provide consulting services to aid in the identification and inventory of significant districts, sites, buildings, structures, and objects as generally defined by "The Survey" written by Community Development and Planning Department along with your letter dated December 14, 1977.

Scope of Work

1. Prepare
2. Survey
3. Research
4. Evaluate
5. Inventory

work program  
in a generalized way (i.e., windshield survey) the 1978 incorporated area of the City Fort Wayne.  
the locally available data concerning historical sites.  
the sites, areas, and districts surveyed and researched in item 2 and 3 in order to determine those deemed eligible or potentially eligible for State and National Registration.  
in detail those resources identified during the survey as eligible or potentially

5. Inventory (con't.) eligible for State and National Registers on the Indiana Historical Sites and Structures Inventory (recently revised and as discussed January 17). Copies of form furnished by the City.
6. Map the results of the above survey and evaluation on Sanborn maps provided by the City of Fort Wayne and on USGS maps as required by the Indiana Historic Sites and Structures Inventory.
7. Advise and Assist volunteer agencies in preparing special assignments (listed below under work not included) required to properly expedite the work.
8. Meet with the Department of Community Development and Planning, City Officials, and Volunteer Agencies.
9. Prepare Survey Report
10. Work not Included The following work items and estimated man hours are not included in the Scope of Services of the consultant but are considered required portions of the work for a successful completion of the project.
- |        |   |
|--------|---|
| 40 mh  | identify in a general way the non-architectural historic sites.   |
| 120 mh | photograph and provide required prints and negatives of eligible and potentially eligible resources.                      |
|        | assist in preparation of the following items listed on historic sites form from information generally researched locally. |
| 40 mh  | historic name   |
| 40 mh  | common name   |
| 60 mh  | date  |
| 100 mh | architect/builder   |

10. Work not Included (con't.)

100 mh

prepare a statement of significance for each area of significance other than sites selected for the following

Architecture  
Community Planning  
Landscape Architecture  
Neighborhood/Environment  
Vernacular Construction

500

11. Time Schedule

total man hours

Work items will be completed by December 31, 1978, if notice to proceed and initial payment is given prior to April 1, 1978.

12. Compensation

Reimbursement for work done under this contract will be \$30,500 (thirty thousand, five hundred). An initial payment of \$1,000 is required prior to the beginning of work. Payments will be requested monthly on the basis of an estimated percentage of completion. Final payment will be due 30 days after submitting the completed work.

13. Completed Work

will consist of two copies of the survey forms and maps in black and white, suitable for reproduction; and one black and white camera ready copy of a survey report consisting of a narrative description of the survey, planning recommendations, index of structures included in the survey, survey map, and photos of selected example structures.

14. Work Space

The City of Fort Wayne will provide suitable and adequate work space for the consultant's use.

15. Additional Work

During the progress of work, importance of additional work items may preempt identified work and upon mutual written agreement, adjustments may be made.

16. Other Conditions

Consultant agrees to implement Section three (3) Affirmative Action Program.

Mr. R. Steven Hill, Director

January 18, 1978

Page 4

16. Other Conditions (con't.)

Consultant adheres to following terms and conditions of employees, HUD Form 621B (2 - 69) Paragraph 5 Antikickback rules, Paragraph 8 Equal Employment Opportunity, Paragraph 9 Discrimination Because of Certain Labor Matters, and Paragraph 10 Compliance with Local Laws.

Sincerely,

The block contains two handwritten signatures. The first signature, on the left, is written in dark ink and appears to be 'Brian Crumlish'. The second signature, on the right, is written in a lighter ink and appears to be 'Donald Sporleder'. Both signatures are written in a cursive, flowing style.

Brian Crumlish, AIA and Donald Sporleder, AIA

klw

# Memorandum

To City Council Members Date April 11, 1978  
From Steve Hill, Director - Community Development and Planning  
Subject Selection of a contractor to perform the Fort Wayne Cultural Resources (Historic) Survey (and other relevant information)

COPIES TO:

For approximately two years the City has been discussing the need to have a survey conducted to identify its meritorious historic cultural and architectural resources. About six months ago, through the Department's Urban Design and Long Range Planning personnel, the Department began to analyze and define the purposes of the City and Department in such a survey.

The Department concluded that the major purposes in having such a survey performed are as follows:

- a. To improve the data base for making local planning decisions relative to zoning and land use.
- b. To improve the capacity of the City to prepare applications and environmental reviews pertinent to federally funded activities.
- c. And, to provide City staff, the Plan Commission, Mayor and Council with a data base which can be used to improve their knowledge about the relative historic or architectural significance of structures, places and objects in the community.

There has been local publicity given to questions relating to whether the U.S. Department of Housing and Urban Development, the U.S. Department of Interior, the Advisory Council on Historic Preservation, or the State of Indiana require the City to conduct this survey. There have been local reports that HUD funding would be jeopardized if the City did not engage in the survey. These reports, in large part, are reflective of an on-going disagreement at the national level between



# Memorandum

To \_\_\_\_\_ Date \_\_\_\_\_

From \_\_\_\_\_

Subject \_\_\_\_\_

## COPIES TO:

HUD, the Advisory Council on Historic Preservation and the Department of Interior. HUD's position is clear. HUD alone decides whether applications for HUD programs will be approved. The Indianapolis HUD Office has stated by letter to the Indiana Historic Preservation Officer, dated March, 1977, that this survey is not a requisite for HUD approval of applications for Community Development funding. HUD states that these survey activities are even ineligible under Discretionary Grant regulations.. Consequently, if Fort Wayne had not set aside funding for this survey in the City's second year's CD Entitlement Grant, the survey could not be conducted at this time unless it was partially with local resources.

On December 14, 1977, the Department of Community Development and Planning sent the attached invitation to submit proposals to four architectural firms qualified for conducting Cultural Resources surveys. Of the four firms solicited, three firms responded. They were: James Associates, Crumlish/Sporleder and Associates, and LeRoy Troyer and Associates. Prior to these firms submitting formal proposals, the Department invited each of the three firms to meet with staff of the Department to ask questions, clarify any ambiguous points about the nature of the survey or discuss the City's desired survey results. Only James Associates and Crumlish/Sporleder and Associates desired such meetings (which were arranged and held).

The three firms submitted proposals and they were analyzed by staff. (However, staff analysis was slowed significantly by the pre-

# Memorandum

To \_\_\_\_\_ Date \_\_\_\_\_  
From \_\_\_\_\_  
Subject \_\_\_\_\_

## COPIES TO:

paration and submission of the City's Fourth Year CD Grant application) On March 17, 1978, the Department completed the analysis of the three proposals and made its recommendations to the Mayor who concurred in those recommendations (attached). During the period of staff analysis, ARCH and Junior League representatives were afforded the opportunity to review and comment on all three proposals.

The Department recommendations conclude that the proposal from the firm of Crumlish/Sporleder and Associates is the most acceptable to the City for the purposes of developing a contract for the conduct of the survey. Positive features of the Crumlish/Sporleder proposal and our interviews with principals of the firm as follows:

- a. The proposal planned for a minimum of volunteer time to complete the survey project. This is important in any contract the City will develop with the survey contractor since the City is not in the position to guarantee volunteer time to the contractor to enable the contractor to complete the survey. Although we feel confident that both ARCH and the Junior League will have members willing to work with the contractor, the City is in no position whatsoever to guarantee volunteer time to the contractor on behalf of either of these organizations. It is clear from the Department's initial communication to each of the three firms that it is the consultant's responsibility to obtain commitments from the volunteer agency - not

# Memorandum

To \_\_\_\_\_ Date \_\_\_\_\_

From \_\_\_\_\_

Subject \_\_\_\_\_

## COPIES TO:

the City's. However, the Department will act to assist the contractor in obtaining sufficient volunteer commitments. Consequently, since the Crumlish/Sporleder proposal requires fewest volunteer man hours (500) to complete the survey and places no cost penalties upon the City for lower levels of volunteer time devoted to the survey, it scored higher than the other two proposals.

- b. The Crumlish/Sporleder proposal, since it requires fewer volunteer man hours to complete the survey, provides for the maximum direct supervision of the survey by the principals of the contracting firm. The Department feels that this will help ensure the quality of the survey results.
- c. The Crumlish/Sporleder proposal also demonstrates that the two principals of the firm will be directly conducting the field-work portion of the survey. The Department feels that this methodology will maximize the consistency of survey results and the rating identified structures, districts, places, etc.
- d. The Crumlish/Sporleder proposal left fewest undefined costs related to a contract for the survey. In addition to the proposed contract price of \$30,500, only the costs of photographic services will be left to the City in addition to the proposed contract price. All three proposals required

# Memorandum

To \_\_\_\_\_ Date \_\_\_\_\_

From \_\_\_\_\_

Subject \_\_\_\_\_

## COPIES TO:

that the City bear this cost.

- e. The Crumlish/Sporleder firm has recently completed a Cultural Resources survey of similar scope and size for St. Joseph County, Indiana. The firm is quite familiar with required State forms and procedures. All three firms are quite reputable in the field.

The Council should note that the eventual contract for this survey is a "professional service contract". The City is not obligated to accept the lowest cost proposal. Were such the requirements, I would recommend resoliciting proposals to obtain more favorable terms. However, since there is a definite need for the City to proceed with the survey, the Department suggests that the Crumlish/Sporleder proposal is the best of the three written proposals received by the City (for reasons noted above), and requests the approval of Council to negotiate and enter into an agreement with Crumlish/Sporleder Associates for services and price as outlined in their proposal.



## THE CITY OF FORT WAYNE

COMMUNITY DEVELOPMENT & PLANNING  
CITY-COUNTY BUILDING • ONE MAIN STREET • FORT WAYNE, INDIANA 46802

December 14, 1977

LeRoy Troyer and Associates  
112 Lincolnway East  
P.O. Box 966  
Mishawaka, Indiana 46544

Dear Sir:

Irreplaceable historic resources which give character and distinction to the City of Fort Wayne can be threatened by many forces or urban change. Accordingly, it is necessary and desirable for the City to include historic preservation in its comprehensive planning process. This assists in the protection and, where appropriate, adaptive reuse of significant structures.

The interest and initiative taken by private sector groups has been a major factor in the development of public awareness of the need for historic planning. ARCH, Inc., first formed under the Bicentennial Commission, has been a prime mover of historic preservation interest in the City. In addition, the Fort Wayne Junior League has offered a volunteer team to assist in the Cultural Resources Survey and other historic planning projects.

In order to take advantage of the opportunities offered by, and fulfill the requirements of present and future historic preservation legislation, the City of Fort Wayne wants to conduct a Cultural Resources Survey for the purpose of identifying districts, sites, buildings, structures, and objects that may meet the National register of Historic Places criteria. Therefore, we are soliciting proposals from qualified consultants to do such a survey, as outlined in the attached material.

If you have any questions, please contact Mr. Dick Stumpf at Fort Wayne's Department of Community Development and Planning.

Sincerely,

R. Steven Hill, Director  
Community Development and Planning

RSII:cc

✓ CC: Mayor Robert E. Armstrong  
Attachment

## THE SURVEY

The Cultural Resources Survey to be conducted shall include the total incorporated area of the City of Fort Wayne as of January 1, 1978. This area now includes an estimated 52,000 structures with an estimated 30,000 structures built prior to 1930.

The survey will include, but not be limited to, an examination of all sites, areas, or districts within the defined area which are at least 50 years old. Inventory forms shall be completed for all architectural/historic sites deemed eligible or potentially eligible for the State and National Registers.

Survey methods and criteria will be as outlined in "Indiana Historic Sites and Structures Inventory: An Introduction and Instructional Manual", and as described below or approved by the City of Fort Wayne and the State Historic Preservation Officer.

Part III	-Survey Methods
Part IV	-Completing the Indiana Historic Sites and Structures Inventory Form
Part V	-Photography
Part VI	-Mapping
Part VII	-Architectural Styles
Appendix 1	-County Identification Number
Appendix 2	-Check list sheet

Two sets of all completed forms, photography and mapping will be provided. One set is to be submitted to the State Historic Preservation Officer and one set is to be retained by the City of Fort Wayne.

The consultant will prepare a survey report consisting of a narrative description of the survey, planning recommendations, an index of structures included in the survey, survey maps photos of selected example structures, and other information necessary to catalog and present the results of the survey in a professional

manner.

The consultant will be available for meetings as deemed necessary by the City for review and approval of the survey.

The consultant will determine if volunteer labor will be beneficial to the successful completion of the survey, and propose how and to what extent (man hours) volunteers would be used. Acceptance of such proposals would be based on written commitment from the volunteer agency (ARCH, Inc., and Junior League of Fort Wayne).

The City of Fort Wayne will provide the necessary originals of "Indiana Sites and Structures Inventory" form.

The City of Fort Wayne will provide office floor space for the coordination of survey material and staff..

Proposals shall include the costs of all labor and material to complete the survey, and dates for its start and completion. Proposals should be submitted to the City of Fort Wayne, Department of Community Development and Planning, One Main Street, by January 20, 1978.

# Memorandum

To Mayor Robert E. Armstrong

Date March 17, 1978

From R. Steven Hill

Subject Historic Preservation Survey

COPIES TO:

Steve ✓

Members of my staff and I have reviewed proposals from the following consultants to do the City Historic Survey:

Crumlish/Sporleder and Associates  
Architecture - Planning - Urban Design

James and Associates  
Architects - Engineers

Leroy Trozer and Associates  
Architects - Planners - Landscape Architects

After reviewing these proposals it is our feeling that the firm of Crumlish/Sporleder and Associates would be best suited to do the survey at a cost of Thirty Thousand Five Hundred dollars (\$30,500). The two principals of the firm, Mr. Crumlish and Mr. Sporleder are professors at Notre Dame University School of Architecture and teach Architectural History. They have also indicated that they would be directly involved in doing the survey work. Their previous experience in doing survey work of similar scope and size (St. Joseph County) and concise format for doing the survey indicate that they are sure about their survey process. We feel that this experience would be of benefit to the Fort Wayne Survey. They propose to use 500 hours of volunteer time to supplement the survey effort. After consultation with Karen Anderson of Arch, Inc., and Karen Kimmel of the Junior League, this quantity, and the way they have outlined the use of volunteers, appears to be appropriate for what we think is available locally.

James and Associates' previous experience is in individual historic project renovations, not area-wide survey work. Their outline proposes a greater use of volunteer labor in conducting the actual survey work (1,200 hours). They do not propose a fixed contract sum for doing the survey but offer two options which are:

Option 1 - Twenty-five Thousand (\$25,000) plus photography, travel expenses, printing and reproductions, and special equipment. Plus 1,200 hours volunteer labor.

Option 2 - Twenty-two Thousand (\$22,000) plus photography, travel expenses, printing and reproduction and special equipment. Plus One Thousand dollars (\$1,000) per one hundred hours of volunteer work less than the estimated minimum requirements (1,200 hours) up to Five Thousand (\$5,000) dollars maximum additional.



# Memorandum

To Mayor Armstrong - Page 2

Date March 17, 1978

From \_\_\_\_\_

Subject Historic Preservation Survey

## COPIES TO:

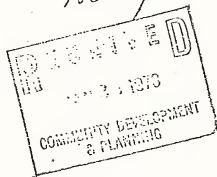
Leroy Troyer and Associates' proposal of Twenty-six Thousand Seven Hundred and Thirty dollars (\$26,730) plus reimbursable expenses, plus additional work at their current hourly rate, indicates that their intent is to supervise and synthesize a survey done principally by local volunteers. The main responsibility for the survey work would still fall on local volunteer labor and the City. This is expensive supervision.

The consultants would be coordinating their work with the Department of Community Development and Planning, local volunteer groups assisting in the survey (Arch, Inc., and the Junior League), and other City groups or officials that may be necessary.

With your concurrence, Community Development and Planning will prepare a Professional Services Contract with the firm of Crumlish/Sporleder and Associates based on their proposal as well as the requirements of the City and the State. We would be happy to meet with you at your convenience to discuss this further.

crumlish/sporleder and associates  
architecture                      planning                      urban design  
511 west colfax south bend, Indiana 46801 219-234-8000  
member firm • design International Incorporated

*Stamp  
Norby*



January 18, 1978

Mr. R. Steven Hill, Director  
Community Development and Planning  
The City of Fort Wayne  
City-County Building  
One Main Street  
Fort Wayne, IN 46802

Dear Mr. Hill:

In accordance with our discussions in your office during our visit to Fort Wayne and in response to your request for proposal, dated December 14, 1977, we are submitting this proposal for consultant work for the Cultural Resources Survey for the City of Fort Wayne, Indiana.

General Description

Provide consulting services to aid in the identification and inventory of significant districts, sites, buildings, structures, and objects as generally defined by "The Survey" written by Community Development and Planning Department along with your letter dated December 14, 1977.

Scope of Work

1. Prepare
2. Survey
3. Research
4. Evaluate
5. Inventory

work program  
in a generalized way (i.e., windshield survey) the 1978 incorporated area of the City Fort Wayne.  
the locally available data concerning historical sites.  
the sites, areas, and districts surveyed and researched in item 2 and 3 in order to determine those deemed eligible or potentially eligible for State and National Registration. (or local registration)  
in detail those resources identified during the survey as eligible or potentially

5. Inventory (con't.) eligible for State and National Registers on the Indiana Historical Sites and Structures Inventory (recently revised and as discussed January 17). Copies of form furnished by the City.
  6. Map the results of the above survey and evaluation on Sanborn maps provided by the City of Fort Wayne and on USGS maps as required by the Indiana Historic Sites and Structures Inventory.
  7. Advise and Assist volunteer agencies in preparing special assignments (listed below under work not included) required to properly expedite the work.
  8. Meet with the Department of Community Development and Planning, City Officials, and Volunteer Agencies.
  9. Prepare Survey Report
  10. Work not Included The following work items and estimated man hours are not included in the Scope of Services of the consultant but are considered required portions of the work for a successful completion of the project.
- |        |   |
|--------|---|
| 40 mh  | identify in a general way the non-architectural historic sites.   |
| 120 mh | photograph and provide required prints and negatives of eligible and potentially eligible resources.                      |
|        | assist in preparation of the following items listed on historic sites form from information generally researched locally. |
| 40 mh  | historic name   |
| 40 mh  | common name   |
| 60 mh  | date  |
| 100 mh | architect/builder   |

10. Work not Included (con't.)

100 mh

prepare a statement of significance for each area of significance other than sites selected for the following

Architecture  
Community Planning  
Landscape Architecture  
Neighborhood/Environment  
Vernacular Construction

500

11. Time Schedule

total man hours

Work items will be completed by December 31, 1978, if notice to proceed and initial payment is given prior to April 1, 1978.

12. Compensation

Reimbursement for work done under this contract will be \$30,500 (thirty thousand, five hundred). An initial payment of \$1,000 is required prior to the beginning of work. Payments will be requested monthly on the basis of an estimated percentage of completion. Final payment will be due 30 days after submitting the completed work.

13. Completed Work

will consist of two copies of the survey forms and maps in black and white, suitable for reproduction; and one black and white camera ready copy of a survey report consisting of a narrative description of the survey, planning recommendations, index of structures included in the survey, survey map, and photos of selected example structures.

14. Work Space

The City of Fort Wayne will provide suitable and adequate work space for the consultant's use.

15. Additional Work

During the progress of work, importance of additional work items may preempt identified work and upon mutual written agreement, adjustments may be made.

16. Other Conditions

Consultant agrees to implement Section three (3) Affirmative Action Program.

16. Other Conditions (con't.)

Consultant adheres to following terms and conditions of employees, HUD Form 621B (2 - 69) Paragraph 5 Antikickback rules, Paragraph 8 Equal Employment Opportunity, Paragraph 9 Discrimination Because of Certain Labor Matters, and Paragraph 10 Compliance with Local Laws.

Sincerely,

   
Brian Crumlsh, AIA and Donald Sporleder, AIA

klw

J  
A  
S

James Associates Architects & Engineers  
2420 Coliseum Boulevard North, Fort Wayne, Indiana 46802  
Telephone 219-484-8525

Philip L. Hodge, A.I.A.

January 20, 1978

Mr. R. Steven Hill, Director  
Community Development and Planning  
City-County Building  
One Main Street  
Fort Wayne, IN 46802

Dear Mr. Hill:

Thank you for inviting James Associates to submit a proposal for a Cultural Resources Survey in Fort Wayne. Our firm has been closely involved in historic research and preservation for over 20 years and we are well qualified to perform this type service. Being a local firm and having a genuine interest in the resources of our community, I assure you we would make a very special effort to work hand in hand with you to prepare a first-rate professional study that would be well received by other governmental agencies.

A sheet listing the survey team and their responsibilities is enclosed for your review. All of the expertise required for this study is contained within our in-house staff which will insure you of efficient and responsive action to your instructions. I will be directly accountable to you as the principal-in-charge. A major asset on our team is my partner, H. Roll McLaughlin, FAIA, who has been involved with historic evaluation and preservation for 20 some years at both state and national levels. Besides providing a unique depth of understanding and expertise, his involvement will lend valuable credibility to the completed study--and this can be important later when the survey is used as a means to other ends. Mr. McLaughlin has been involved in various capacities with a number of area surveys as well as individual building and site complex surveys. He recently was involved with the Heritage Hills Survey in Grand Rapids with Mr. Russell Wright.

I have included an abbreviated outline of the sequence of the survey process for your inspection. As you are aware, it is critical that volunteer teams receive proper training (for which we would accept responsibility), that data is organized and recorded efficiently, and that professional, experienced analysis is made of the data. We would work with you closely in evaluating data so that you have the input you wish and so that you can guide the project to exactly fit your needs.

11

Mr. R. Steven Hill, Director

January 20, 1978

Page Two

Determining the proper method and amount for professional compensation is a complex affair in itself. First of all, we want to be professional so that the resulting Cultural Resources Survey will be legitimate and of real value to the City. We want to be ethical and fair in developing the method of compensation. One danger in a survey of this magnitude is to underestimate the necessary man-power and expertise required which would then result in a short-cut survey which would then be of little use as a planning and funding tool for you later.

In this brochure, I have suggested two alternative methods of compensation and I have outlined minimum man-hours required of volunteer teams. I hope this will be of help to you in evaluating our proposal. I have also suggested a potential adjustment if the volunteer manpower is less than expected. We do heartily endorse the use of ARCH and Junior League and will utilize their energy to the fullest in accordance with your instructions.

We are enthusiastic about this survey and would enjoy being involved and working with you. If you should have any question about this proposal or our suggestion, please contact me. We are anxious to work with you to accomplish what you want.

Yours very truly,

JAMES ASSOCIATES-FORT WAYNE, INC.



Philip L. Hodge, AIA

PLH/klm

Enclosures

cc--Mr. Dick Stumpf

## PROCEDURE

"The Indiana Historic Sites and Structures Inventory: An Introduction and Instruction Manual" provides an excellent format upon which to develop the city survey. This proposal endorses the ideas presented in the manual and intends to include such procedures with this proposal. The following outline is a brief summary of additional procedures that we would suggest:

- I.       Orientation Meeting with Community Development and Planning Officials and Staff
  - A.     Establish goals for survey
  - B.     Establish timetable
  - C.     Review the process
  
- II.       Organize Assisting Volunteer Groups
  - A.     Designate specific responsibilities
  - B.     Implement training sessions for volunteers
    1.     What to look for
    2.     How to accurately record information
  
- III.      Assemble existing maps and data
  - A.     Subdivide area into parcels
  - B.     Set up coding system



## PROCEDURE (continued)

- IV. Trial Run Experiment
  - A. Set up "pilot" blocks for survey
  - B. Analyze and test data received
  - C. Make adjustments as required for remainder of survey
- V. Complete Level I Inventory
  - A. Cover all properties
  - B. Record information systematically  
(See example form)
  - C. Pinpoint properties that merit additional inspection
- VI. Complete Level II Inventory
  - A. Cover selected properties and record additional pertinent information  
(See example form)
  - B. Photograph as required
  - C. Record information systematically including photographs
  - D. Review and analyze data
- VII. Special District Identification
  - A. Review and identify special districts
    - 1. Architectural
    - 2. Historical
  - B. Designate districts on master maps

## PROCEDURE (continued)

### VIII. Mapping

- A. Identify all properties with coding system on large scale maps
- B. Master maps
  - 1. Color code by property inventory
  - 2. Color code districts

### IX. Identify Special Properties

- A. Properties that deserve additional specialized in-depth research
- B. Properties of value which require emergency action

### X. Formal Summary Report

## PROPOSED METHOD OF COMPENSATION

As you are aware, it is difficult to project anticipated man-hour requirements for a survey study this broad in scope. In addition, it is difficult to know precisely how volunteer groups will function. With this proposal, I do want to state our unqualified support and cooperation with such groups as you may designate such as ARCH and Junior League. These people can be of tremendous value and it is our intention to work with them closely, train them for this survey work, guide them thru a pilot block study and utilize their talents to the maximum. It is important also to have a meeting room available and centrally located in which to conduct group sessions and training for a number of people. If such a space could be available from time to time in the City-County Building, this would be very helpful.

Because of this, we believe it is appropriate to work on an hourly cost basis, i.e. direct personnel expense x 2.5 with a maximum limit, not to exceed, figure of \$25,000.00 plus reimbursement for items such as photography, travel expense, printing and reproductions and special equipment. I am confident that an agreement could be worked out on this general basis to our mutual satisfaction. We do not want to overcharge or to undercharge. Yet the agreement should allow for a first-rate professional survey to be made and I believe this method of compensation--although not a "fixed sum" type--could be monitored easily by the Department of Community Development and Planning to insure your satisfaction.

As an alternative method, we would propose to perform the work for a fixed sum of \$22,000.00 plus reimbursable expenses as listed above rather than using an hourly basis. Please refer to the estimated volunteer requirements and the condition which modifies both methods of compensation.

If you consider our work plan sound, but have a question about the method of compensation, we will be more than happy to discuss this aspect with you in detail to arrive at a satisfactory type arrangement.

Note: It is important to the success of this project that a written commitment be obtained by the City from volunteer groups to confirm the scope of their input.

Based on known information at this time, we estimate that the following minimum input is required by volunteer workers:

### 1st Level (Windshield) Survey

12 survey teams, minimum -- 1 captain  
1 assistant

400 hours, minimum

Each team should anticipate 8 work days of about 5 hours plus 4 hours for training/orientation (unless there are more teams)

## PROPOSED METHOD OF COMPENSATION (continued)

### 2nd Level Survey

12 survey teams, minimum -- 1 captain  
1 assistant

600 hours, minimum

Each team should anticipate 10 work days of approximately 5 hours plus  
4 hours for training/orientation (unless there are more teams)

Condition: If less volunteer assistance is provided, the professional cost of service shall be increased by \$1,000.00 for each 100 hours of volunteer work less than the estimated minimum requirements listed above up to \$5,000.00 maximum additional.

### Estimated Timetable to Complete Study

This schedule could be significantly compressed with sufficient, and effective volunteer labor.

March 1978	Organize/train teams
April, May, June 1978	1st level survey
July 1978	Analyze data Mapping Establish 2nd level scope
August, September 1978	2nd level survey
October 1978	Analyze data Define and map special districts
November 1978	Summarize report and mapping Finalize study

# Le Roy Troyer and Associates

Architects • Planners • Landscape Architects

January 13, 1978

112 Lincolnway East  
P.O. Box 966  
Mishawaka, Indiana 46544  
Mishawaka 219 • 259-9976  
Osceola 219 • 674-9906

## LETTER OF PROPOSAL

TO

THE CITY OF FORT WAYNE  
COMMUNITY DEVELOPMENT AND PLANNING  
City-County Building  
1 Main Street  
Fort Wayne, Indiana 46802



Reference: Proposal for Professional Services  
City of Fort Wayne  
Cultural Resources Survey

Attention: Mr. R. Steven Hill, Director  
Mr. Dick Stumpf, Associate Planner

Gentlemen:

We thank you for the opportunity to submit a proposal for professional services for the City of Fort Wayne Cultural Resources Survey. We congratulate you at the outset for moving toward a compilation of a coordinated survey resource in the context of your comprehensive planning efforts for the City of Fort Wayne. It is our opinion that for any such survey to be truly effective, it must be conducted with the citizens of the community participating. We are encouraged by the potential for available volunteer labor from A.R.C.H., Inc. and from the Junior League of Fort Wayne. Your program is a very ambitious and time consuming endeavor.

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Our Proposal is as follows:

1) The Architect would provide:

- a) Overall supervision and control of the survey effort.
- b) Development of Methodology for realization of all project goals with the City of Fort Wayne
- c) Periodic monitoring of work effort by volunteer laborers
- d) Evaluation of Surveyors' work according to survey goals
- e) Synthesizing of all survey data compiled by volunteers
- f) Development of all area divisions, and locating coordinates systems for entire study area
- g) Availability for meetings during the time of the project
- h) An in-the-field demonstration seminar on how to conduct a survey and what to look for

2) The volunteers would provide:

- a) Specific historical research relating to districts, sites, buildings, structures, and objects within the study area
- b) Required field work including photography of individual items and completing the survey forms
- c) Cataloging and filing of all the data according to system devised by Architect

3) City would provide:

- a) Two (2) copies of USGS map collage of the entire study area on pin board
- b) Two (2) copies of an aerial photograph collage of the entire study area on pin board
- c) Sufficient office space to function as Information Central Office
- d) Public relations coordination personnel (this could be volunteer labor also)
- e) Sufficient number of blank survey forms to complete the survey within the entire study area
- f) Sufficient copies of the Indiana Historic Sites and Structures Inventory Introduction and Instruction Manual to supply each of the volunteers for reference
- g) Sufficient 35 mm format 400 ASA black and white film (such as Kodak Tri-X) to complete all the survey photographic work required
- h) Filing cabinets, jackets, hanging files and components, etc. as required
- i) Definitive survey boundaries identified
- j) A bus for one day with a microphone for use by Architect, City Officials, and volunteer laborers to conduct an in-the-field "how to" demonstration seminar

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In addition to above, specific items to be provided by Architect according to our proposal are -

- Twenty-four (24) one day long meeting sessions in Fort Wayne.
- Two (2) weeks equivalent of full time work at Information Central Office.
- Overall Historical Research relating to Community wide and District wide items.
- All expenses including copying, telephone, mileage, room and board incurred relating to this project.
- The writing and synthesizing of the final report from all data compiled, first in draft form for review and consideration by the City of Fort Wayne officials and then in final form, two (2) copies each.

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We propose to perform all the above services as noted including all expenses incurred in relation to these services for the fixed fee of twenty six thousand, seven hundred and thirty dollars (\$26,730.00). The fixed fee is based on our understanding of your program outline and using local volunteer labor and resources. It can be expanded or diminished as you finalize the work program.

Additional services, if required, would be billed at our current hourly rates plus reimbursable expenses. We propose to use AIA Document B727 as the form of Agreement.

We trust that the above data accurately reflects your understanding of your needs. Should you have any questions, please feel free to contact us immediately. We believe that we are very well qualified in this type of work, and that we understand the magnitude of the undertaking.

Thank you for this opportunity to be of service to you and we wish you the very best for the future in the ongoing development of the comprehensive Master Plan for the City of Fort Wayne, Indiana.

Sincerely,



LeRoy S. Troyer, AIA  
Associate, AIP

LST:HWF

Attachments: Blank Form AIA Document B727  
List of Selected Professional References  
List of Recent Projects  
Copy of the Book, "EARLY COLUMBUS" by LeRoy Troyer and Associates  
Personal Resumes of Professional Staff Members  
Relationship Diagram

Mr. Joseph D. Cloud  
State Historic Preservation Office  
Department of Natural Resources  
Room 608, State Office Building  
Indianapolis, IN 46204

Dear Mr. Cloud:

Subject: Historic Preservation Environmental Review  
Community Block Grants

This office is concerned about the form review sheet with comments as part of the A-95 review process prepared by your staff. It is causing confusion and apprehension to Community Development Block Grantees by implying they will be in violation of Federal statutes and regulations by not meeting your staff's requests.

It is felt there is some misunderstanding of Federal statutes and regulations by your staff. Listed below are some areas of concern this office would like to clarify:

1. HUD, alone, approves or disapproves CDBG applications and activities taking into consideration adverse comments from other agencies or persons that are documented.
2. The Community Development Block Grantees conduct environmental reviews of their activities which are kept in an Environmental Review Record at their office -- open to public inspection. This Environmental Review Record is monitored by the HUD Area Office periodically. The Grantee is not regularly required to submit copies of their environmental review to anyone -- not even to HUD.
3. The National Historic Preservation Act of 1966 to our knowledge has not been amended, since the latest NEPA -- HP regulations.
4. Executive Order 11593 places responsibilities on the Department of Interior and other Federal agencies.



5. 36 CFR 800.4, Agency procedures - the Agency official (Federal) is responsible for applying the National Register criteria in consultation with the SHPO on properties he feels meet the criteria. The Agency official is also responsible for checking the Federal Register of Historic Places to determine if any properties listed on or included in the Register will be affected by the activity.
6. There are no Federal statutes or regulations that require Community Development Block Grantees to conduct historic or archeologic surveys. There are no funds available to discretionary grantees for these surveys.
7. The Agency official (Grantee) also consults the SHPO, who is responsible for surveys of historic, architectural, archeological and cultural resources as the basis of a state historic preservation plan, in the event a resource that is included in the state plan, but not listed on the Register, is in the area of the activity. The state plan and all nominations submitted to the National Register by a state must first be prepared under the supervision of a full-time professional staff, responsible to the SHPO, and the implication is clear that they are employees directly of the state rather than local government.

This office has enclosed for your staff's reference copies of 36 CFR 60 - National Register of historic places, 36 CFR 800 - Procedures for the Protection of Historic and Cultural Properties, and Executive Order 11593. If you or your staff have any questions about Federal statutes or regulations, please contact Keith W. Lerch, Area Counsel, at 269-7082.

Sincerely,

James E. Armstrong  
Area Director

Enclosures

cc:  
Roland J. Hross  
State Budget Agency

~~Havens, D~~

SE:Sullivan:B

3-30-77

SE  
Sullivan

G  
Lerch

D  
Havens

SA  
Miller

SD  
Edwards

4042

Admn. Appr. \_\_\_\_\_

DIGEST SHEET

TITLE OF ORDINANCE City Council Resolution

3-78-04-22

DEPARTMENT REQUESTING ORDINANCE Community Development and Planning

SYNOPSIS OF ORDINANCE Preparation of a City Council Resolution to authorize the

Mayor and Department of Community Development and Planning to negotiate and

enter into an agreement with the architectural firm of Crumlish/Sporleder

and Associates to perform a Cultural Resources Survey (historic preservation),

consistent with the attached proposal.

EFFECT OF PASSAGE Able to pass resolution

EFFECT OF NON-PASSAGE Not able to pass resolution

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) No cost for passage.

ASSIGNED TO COMMITTEE (PRESIDENT) \_\_\_\_\_

*Amber*